

Quick Guide to Assigning “State ID” for Batch Files

1. Extract the file from the local Student Information System (SIS) using vendor documentation. Save the file in a location easy to remember.
2. Login to www.edinfo.state.ia.us (BEDS website)
3. Click “State ID” web application.
4. Click “Upload Batch File” button
5. Click Browse.
6. Find the extracted file on your computer. Click “File” and click “Open”.
7. Click “Upload”.
8. Check the status message in the confirmation page.
 - If file not uploaded due to errors in the file, correct them in the local SIS and return to step 1.
 - If file successfully uploaded, go to step 9.
9. Click “Validate data”
10. Wait for the process to complete
11. Check for the status message in the confirmation page
 - If errors were reported:
 - Click “Fix Errors” and fix each record. Once you address all records, click “Proceed to ID Assignment” to go to Step 12
 - If no errors were found, you will be directly taken to Step 12
12. Click “Assign State ID”
13. Wait for the process to complete
14. Check for the status message in the confirmation page
 - If “Near Matches/Duplicates” were reported, click “Resolve Near Matches/Duplicates”, review and resolve them one by one. For every record, take any one of the following actions:
 - If the input student record and one of the reported “Near Matches/Duplicates” are one on the same, check the radio button of the corresponding “Near Match/Duplicate” record and click “Assign Selected”
 - If the input student record is not the same as any one of the reported “Near Matches/Duplicate” record, click “Create New ID”
 - If you determine that an input record came to this stage by error or can’t be resolved, click “Cancel Record”.
 - After taking any of the above action, carefully look at the confirmation message and proceed to the next record by clicking “Select Another Record”.
 - If you can’t determine at this time, skip this record temporarily by clicking “Select Another Record”. This record is still “Waiting to Resolve Near Matches/Duplicates” and you need to revisit this record later to resolve the near match.

Once all records are resolved, you will be directly taken to Step 15.

- If no "Near Matches/Duplicates" were found you will be directly taken to Step 15.

15. Click "Download State ID". System will extract the file and will show you the link to download the extracted file to your local computer.

16. Download the file and verify

- Through a web browser by double clicking on the link
- To download the file:
 - Right click on link provided. Select Save Target As . . .
 - Select location to save your download on your computer from the "Save In:" dropdown at the top of the "Save As" screen.
 - Change the downloaded filename in "File name:" box, if you desire.
 - Click "Save".
 - Select "Open" to view and verify the downloaded file or Close

17. Select "State ID Home" or "Return to State ID Home" to return to the "State ID" main page.

18. Select another function or press EXIT on "State ID" page.

19. Select EXIT in the Application Menu to log out.

20. Close the Browser.